



**CITY OF NORMAN
NORMAN MUNICIPAL AUTHORITY
CLEVELAND COUNTY, OKLAHOMA**

REQUEST FOR PROPOSALS

Development and Operation of the Opportunity Knocks Program

The Opportunity Knocks program hires individuals experiencing homelessness to control or abate litter on City-owned properties in return for a wage, while providing resources and supportive services for help with finding housing, mental health and addiction treatment, and more sustainable employment.

**City of Norman
225 North Webster, 73069
Post Office Box 370
Norman, Oklahoma 73070**

RFP-2324-34

A copy of this RFP can be found online at the following link:
<http://www.normanok.gov/content/bids-and-rfps>

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I. INTRODUCTION

A. Requesting Entity Information

The City of Norman (CITY) and Norman Municipal Authority (NMA) (collectively the City), with municipal offices located at 201 West Gray, P.O. Box 370, Norman, Oklahoma 73070, is the requesting entity.

B. Project Overview and Objective

The City of Norman has seen a rise in the amount trash and litter marring the beauty of public spaces. Additionally, like other American cities, Norman has seen a rise in the number of residents experiencing or at risk of experiencing homelessness. As an effort to provide solutions for both issues, the Opportunity Knocks Program was imagined. The program will focus on people experiencing or at risk of experiencing homelessness. The City is seeking proposals from qualified government or 501(c)(3) non-profit social services organizations (ORGANIZATION) interested and qualified to develop and implement the Opportunity Knocks Program. This program is envisioned as a program that hires individuals experiencing, or at risk of experiencing, homelessness to control or abate litter on City-owned properties, or on other properties at City direction, both on an as-needed basis and according to map and schedule, in return for a wage, as well as access to resources and supportive services for help with finding housing, mental health and addiction treatment, and more sustainable employment. The selected organization will be responsible for developing and operating an appropriate program that meets the project scope requirements, and meeting all reporting requirements and deadlines.

The purpose of this Request for Proposal (RFP) is to select a qualified government or 501(c)(3) non-profit social service organization to develop and operate the requested services.

C. Funding

Upon City Council approval of a contract with the selected Organization, the City will appropriate funds for Opportunity Knocks Program development and operation services. Applicants are highly encouraged to obtain commitments from other philanthropic or partner agencies in their proposal. Proposals that obtain prior funding commitments will receive a higher score.

D. Contract Term

The term for each contract awarded will be for one (1) year with the option for four (4) contract renewals each with a period of one (1) year for a maximum contract length of five (5) years. However, the City reserves the right to terminate a contract prior to the completion of the contract term at their convenience. Additionally, applicants understand and acknowledge that any future contracts or renewals are neither automatic nor implied, and that continuation of any agreement is subject to the City's needs and to City's annual appropriation of sufficient funds in City's fiscal year (July 1 to June 30) in which such Services are requested. In the event City does not timely appropriate or budget sufficient funds to

operate the program, any agreement to operate the program shall be null and void without further action by City.

II. SCOPE OF WORK

The successful organization will provide development, management and operation of the Opportunity Knocks Program in accordance with the terms, conditions, and specifications contained in this RFP. Proposal submitters must develop a program to hire persons who are homeless or at-risk of becoming homeless to beautify the City of Norman through trash and litter removal and abatement. In addition to providing an opportunity to earn a wage, the program must also incorporate the provision of resources and/or supportive services to the individual participants of the program. Ideally, these supportive services should include soft skills training, housing services, physical and mental health care, addiction treatment, and assistance finding permanent employment. Organizations should include the following information in their proposals:

A. Program Description

Please provide an overall summary of the proposed program, including an overview of how the program operates. The Program Description should contain the following information:

- i. The number of participants the program will serve daily and the number of applications expected by the program.
- ii. Description of transportation and meal plans provided to participants, if provided.
- iii. Description of how the trash and litter removal and abatement will be provided.
- iv. Description, in detail, how participants will be recruited, retained, and compensated for their work. For example, is the program an on-demand program (like a day labor situation) or a curriculum-based program wherein there would be graduates. Please also specifically address the employment structure as it relates to program participants (e.g., would the participants be employees or contractors, etc.).
- v. Describe the social services to be provided to participants, and the methods by which they are provided. These services can include housing assistance, employment services, healthcare (mental health and addiction treatment) services, and job retention training. They may also include referrals to partner agencies, application assistance, communication, teamwork, time management and other soft skill training, other job and skill training and education, and assistance in obtaining identification and other materials necessary for employment, etc. Describe expectations on clients with respect to engagement with the services offered by the program.
- vi. The City will ultimately require the selected Organization to adhere to basic reporting and oversight requirements. Based on the program description provided, proposals should include suggestions on how their program should be evaluated and should offer specific metrics that can be used to measure outcomes and success of their particular proposal.

B. Program Equipment and Tools

The City will provide a Dodge Promaster Crew Van with nine (9) passenger seats and one (1) driver seat. Van specifications will be posted next to the RFP on November 27, 2023 by 5:00 PM at the following link: <http://www.normanok.gov/content/bids-and-rfps>. Additionally, the City will provide the fuel and maintenance for the vehicle. Please provide a description of any other equipment and tools needed to implement the program. Consider all aspects of the program.

C. Program Staff

Describe staff needed to implement the program, including both the litter control activities and supportive social services. List the title, job description, and relevant qualifications for each staff member. Individuals named as key personnel shall be expected to perform or directly manage actual work on assigned tasks throughout the course of the contract.

D. Program Budget

Detail the proposed budget for the program. Include costs for staff, participant pay, supplies, equipment and tools, and other anticipated costs for the implementation of the program. Describe if there is a cost per participant that can be scaled depending on available resources. While the City anticipates providing operational funding for this program, applicants are highly encouraged to obtain commitments from other philanthropic or partner agencies in their proposal so that operational expenses are not funded solely by City. Proposals that obtain prior funding commitments will receive a higher score. At minimum, proposals should describe how the Organization plans on securing additional sources of funding (e.g., grant writing, philanthropic donations, agency partnerships, etc.).

III. REQUEST CRITERIA

A. General Requirements

Proposals must be received by the Utilities Department, Division of Environmental Resilience and Sustainability, by 4:00 P.M., December 29, 2023, at 225 N. Webster (73069), P.O. Box 370, Norman, Oklahoma 73070.

A duly authorized official of the organization must sign the proposal. The proposal can be submitted by email to michele.loudenback@normanok.gov, or by hardcopy at the above address. No reimbursement will be made for any cost incurred in preparing the proposal or for any cost prior to a formal award of contract.

B. Prohibited Interest

No member, officer or employee of the City, or member of its governing body during his or her tenure, or one (1) year thereafter, shall have any interest, direct or indirect, in any

resultant contract or the proceeds thereof. A signed copy of the affidavit of non-collusion (Attachment 1) must accompany submitted proposals.

C. Insurance Requirements

The contractor will be responsible for obtaining insurance as required by the City and the State of Oklahoma and to protect and hold harmless all city employees and the City from liability in case of accident or injury to persons or property.

At a minimum, the following amounts of insurance are required during the life of the contract and the selected organization must obtain such insurance or a commitment thereof prior to final execution of any contract:

1. Worker's compensation insurance, where required by Oklahoma Law;
2. Commercial general liability with a minimum of \$1,000,000 each occurrence; \$2,000,000 aggregate;
3. Comprehensive automobile liability with a minimum \$1,000,000 combined limit; and
4. Professional Liability (errors and omissions) insurance providing a minimum policy value of \$2,000,000 aggregate.

D. Proposal Content

The proposal shall be no larger than 30 pages total including all pages (covers, dividers, text, etc.). At a minimum, the proposal shall contain the following elements:

1. Transmittal letter;
2. Table of contents;
3. Professional Qualifications, including applicable federal, state, or local licenses or permits;
4. 501(c)(3) Determination Letter, most recent Agency Audit, and 990 filed with the Internal Revenue Service for 2022;
5. Past Involvement with Similar Projects;
6. Program plan description with requirements as described above in Section II. Scope of Work; and
7. Completed and signed Affidavit of Non-collusion (Attachment 1).

IV. SELECTION PROCESS

A. Right to Reject

The City unequivocally reserves the rights to reject any or all proposals, to waive any informality or minor defect, and to award a contract, if any, in the best interest of the City without further explanation or liability to any party.

B. Criteria

The City will evaluate the proposals for each particular category of services using the criteria and weighting within Table 1. A contractor's complaint and/or violation record with applicable federal, state, and local agencies may also be reviewed and factored into the proposal's overall score.

Table 1 – Selection Criteria and Weighting

Ranking Criteria	Possible Points
Program Proposal Content and Feasibility	50
Qualifications and Experience	35
References	15
Total	100

C. RFP Review Process

The City will review proposals that meet the requirements herein and are received prior to the due date for proposals. Based upon the preceding criteria, a selection committee will review and rank all proposals through its own judgment and process. Proposers may be asked to make a brief presentation to the selection committee. The City will then select the best proposal and attempt to negotiate a fair and reasonable price with the selected organization. If unsuccessful, the City may follow with the next, highest-rated organization until successful.

D. Proposed Schedule

The estimated schedule for this RFP, selection, and contract award are outlined in Table 2.

Table 2 – Estimated Schedule for RFP, Selection, and Contract Awards

Activity	Completion Date
Issue Request for Proposal	November 17, 2023
Proposal Due	December 29, 2023
Complete Interview(s) (if necessary)	January 2024
Final Selection and Negotiation of Contract	February 2024
Council Approval of Contract	March 2024

E. Inquiries

If you have any questions regarding this RFP, please contact Michele Loudenback, R.P.E.S., CFM, Environmental and Sustainability Manager by phone at (405) 292-9731 or by email at michele.loudenback@normanok.gov. Any questions received will be answered directly, and a list of all questions asked and answers provided will be available at <http://www.normanok.gov/content/bids-and-rfps> so that all applicants have access to the information.

Attachment 1

AFFIDAVIT OF NON-COLLUSION

STATE OF _____)

COUNTY OF _____)ss

_____, of lawful age, being first duly sworn, on oath says, that (s)he is the agent authorized by the bidder to submit the attached bid. Affidavit further states that the bidder has not been a party to any collusion among bidders in restraint to freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any city official or employee as to quantity, quality, or price in the prospective contract, or any other terms of prospective contract; or in any discussion between bidders and any city official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the City of Norman, Oklahoma any money or other thing of value, either directly or indirectly, in the procuring of the award of a contract pursuant to this bid.

Bidder

By: _____

Subscribed and sworn to before me on this _____ day of _____, 20____

My Commission Expires _____